



Web-Meetme 3.0 User Manual

Version 0.1

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for Asterisk IT**

<http://www.asteriskit.com.au>

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Version History		
0.1	27/10/07	Initial version.



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Overview

Web-MeetMe is a web based application that allows for the scheduling and management of telephone conferences on an Asterisk PBX. Web Meetme was developed by Dan Austin and through contributions from a number of third parties as an open source application. Web Meetme can be downloaded from <http://sourceforge.net/projects/web-meetme/>.

This manual was written by S. Brett Sutton for Asterisk IT (<http://www.asteriskit.com.au>). All errors and omissions are my fault, however this manual is delivered as is with no warranties on correctness and by using this manual you accept that any and all problems that may arise are your problem and not mine :).

Web-Meetme is designed to simplify the utilization of Telephone conferences with the Asterisk PBX. The Asterisk PBX has a built in 'Audio conference bridge' which facilitates conferences for up to 10 people in Asterisk 1.2 and probably up to 20 in Asterisk 1.4 within a single conference.

For the purposes of this manual the term 'Conference Room', 'Audio Conference Bridge', 'Telephone Conference' and Conference are used interchangeable.

Asterisk is capable of operating multiple simultaneous Conferences. There is no intrinsic limit on the number of simultaneous conferences or the number of participants. The maximum limit is dependant on the Asterisk server's hardware with the most common restriction resulting from limits on CPU power.

The limits on the number of concurrent users in a conferences is not a hard limit but a limit caused by the amount of ambient background noise introduced into the conference by each additional conference participant. Asterisk 1.4 has improved techniques for reducing ambient background noise which is the primary reason for the increase in the number of participants in a single conference. I have yet to seen any hard data on the effective upper limit for Asterisk 1.4, but will update this manual when it comes to light.

Roles

Within Web-Meetme there are five roles as described below:

Administrator

An administrator is responsible for the administration of Web-MeetMe. This includes the creation and delete of Web-Meetme Users. An administrator may delegate the Administration authority by marking other users as Administrators. Technically an Administrator is simply a Web-Meetme User with the Administrator flag set. An Administrator may manage any Conference as if they where the Conference Owner.

MySQL

The following applies if you are using a MySQL database for user management.

When first installed Web-MeetMe is configured with a single Administrator.



Default Admin Username: Admin
Default Admin Password: wmpw

You should change the password the first time you login.
You should also update the administrators name, email address and optionally the phone number.

LDAP (Active Directory (AD))

The following applies if you are using a LDAP database for user management.
Users and Administrators should use their standard AD account to login to Web-MeetMe.

User

A conference administrator may create, monitor and schedule conferences including such attributes as the number of people that can join a conference, the duration and start time of a conference and security for a conference.

Web Meetme maintains a database of users who have the rights to create and moderator meetings. The Web-Meetme administrator is responsible for creating new Web-Meetme users. A user who creates a conference is referred to as the 'Conference owner' and can optionally join the conference as a moderator.

Conference Owner

A Conference Owner is the User who created a given conference. A Conference Owner is not really a separate role from a User but the term is used often enough that it was thought helpful to define the term.

Moderator

A 'Moderator' has special powers within the conference. Moderators do not have access to the Web-Meetme application. A Moderator exercises their powers while within a conference through their handset. The Conference Owner may nominate a moderator PIN and then inform a trusted Participant of the PIN. When the participant joins then conference they use the assigned moderator PIN which identifies them as the moderator. A conference may have multiple moderators. Once in a conference a Moderator may access the Admin menu by pressing '*' on their handset keypad at anytime.

The following options are available to a Moderator:

- 1 Mute/Unmute
- 2 Lock/Unlock conferences
- 3 Eject last user to join conference
- 4 increase conference volume
- 6 decrease conference volume



- 7 increase own volume
- 9 decrease own volume
- 8 Exit

Locking a conference stop any additional participants from joining a conference.

Participant

A conference participant is a person who has been invited to attend a conference by the Conference Owner. Participants are created as Users in the database for later reference, however they are not assigned a password and as such cannot log into the Web-Meetme UI.

A Conference Owner may add conference participants to a conference. Once the conference has been created the Conference Owner can invite participants into the meeting by sending an email which includes the conference details to each participant.

If the conference is to be recorded the email includes a URL to the location of the recording which can be accessed once the conference is complete.

A conference owner may also call each member and join them to the conference room.

Participants join the conference by dialing the conference phone number and optionally entering the Conference PIN.

Once in the conference a participant may access the conference menu by pressing the '*' key on the participants handset. The following options are available:

- 1 Mute/Unmute
- 4 increase conference volume
- 6 decrease conference volume
- 7 increase own volume
- 9 decrease own volume
- 8 Exit



Creating a Conference

A User or Administrator may create a Conference via the UI.

The following attributes are entered for each conference:

Attribute	Description
Conference name	Name of the conference for reference via the web interface.
Conference Owner	The name of the conference owner and moderator.
Conference Number	The phone number to dial to enter the conference.
Moderator PIN	The PIN that the moderator enters when entering the conference.
Moderator Options	Options to control conference features. 'Announce' causes then name of them moderator to be announced as they enter the conference. 'Record' if selected the conference will be recorded.
User PIN	The shared PIN used by conference members to enter the conference.
User Options	'Announce' causes each conference members name to be announced on entry (excluding the moderator)., 'Listen' allows users to listen, only the moderator may speak.
Start Time	The date and time that the conference is to commence.
Duration	The duration of the conference. Conference members will be warned five minutes before the conference ends so that moderate has a chance to extend the duration if necessary.
Reoccurs	Allows the conference to be scheduled on a re-occurring basis.
Max participants	Limits the maximum number of people that can join a conference.



To create a conference the conference administrator fills out the following form:

Conference Name :	<input type="text" value="Demo"/>
Conference Owner :	<input type="text" value="Me"/>
Conference Number :	<input type="text" value="49338"/>
Moderator PIN :	<input type="text" value="12345"/>
Moderator Options :	<input checked="" type="checkbox"/> Announce <input checked="" type="checkbox"/> Record
User PIN :	<input type="text" value="123"/>
User Options :	<input checked="" type="checkbox"/> Announce <input checked="" type="checkbox"/> Listen Only <input checked="" type="checkbox"/> Wait for leader
Start Time (PST/PDT) :	<input type="text" value="October"/> <input type="text" value="30"/> <input type="text" value="2006"/> <input type="text" value="8"/> <input type="text" value="21"/> <input type="text" value="PM"/>
Duration (HH:MM):	<input type="text" value="1"/> <input type="text" value="00"/>
Recurs :	<input checked="" type="checkbox"/> Recoccurs: <input type="text" value="Daily"/> for <input type="text" value="2 days"/>
Max Participants :	<input type="text" value="10"/>
<input type="button" value="Add Conference"/>	

Conference Scheduled	
Send conference call details and the message you enter below	
Email Message:	<div style="border: 1px solid gray; padding: 5px;"> <pre> Conference Name: Demo Conference Owner: Me Conference ID: 49338 Conference Password: 123 Start Date and Time: Monday Oct 30, 2006 08:21:00 PM </pre> </div>
<input type="button" value="email participants"/>	



Conference Monitoring

A Conference Owner or an Administrator may monitor an active conference.

The Owner is able to view a list of owned and active conferences as well as a list of each of the conference participants. An owner may 'mute' any member or remove them the conference. The administrator may also extend the duration of a conference or invite additional Participants to the conference.

Select the room number that you want to handle

Conference ROOM:

ID	CallerID	Duration	Mute
1	Unknown	00:01:09	UnMuted [MUTE] - [BACK]

1 / 1



Security

Web-Meetme operates a simple user database with two levels of users. Administrators and Users. The account data is stored in a MySQL database.

LDAP (Active Directory)

Web-Meetme is also able to operate against an LDAP database. Web-Meetme has been specifically design to work with Microsoft's Active Directory services.

When using LDAP for authentication a My SQL database is still required to store conference information.

When using an LDAP database any user who belongs to the 'Domain Admin' Group is marked as a conference administrator.

When using LDAP users may not be added via Web-MeetMe but rather must be created through the standard Active Directory UI.